

Holy Cross College

RULES AND REGULATIONS



6TH ISSUE
SEPTEMBER, 1927

Holy Cross College

RULES AND REGULATIONS



6TH ISSUE
SEPTEMBER, 1927

THE CHAPEL

1. The sacred character of the Chapel should produce in every one an internal spirit of reverence and faultless external conduct. Hence there should be no trifling, talking, looking about, lounging or the like. All must rise and remain standing until the celebrant begins Mass, and at the end of services stand until the celebrant leaves the sanctuary.

2. The students are expected to approach frequently the Sacraments of Penance and Holy Eucharist in accordance with the desire of the Church.

3. No one should deface or remove cards placed in the Chapel for common use, or remove books belonging to others.

4. All must attend the Holy Sacrifice of the Mass daily unless excused by the Dean of Discipline, or Corridor Prefect in case of sickness. General Late Sleep permission will always be posted on the Office Bulletin Board.

5. No one will be admitted to Mass who arrives after 6.50 o'clock, and each one must take the designated seat in the pew that has been assigned.

6. Promptness in attending all exercises in the Chapel is required of all.

CLASS ROOMS

7. At the signal for the beginning of class, all must rise and remain standing until the prayer is said. Should any visitor enter during class hour, the class must rise and remain standing until told to be seated.

8. The class room should be kept neat and clean, and hence, littering the floor with paper, carving and marking desks and the like should be avoided.

9. No one may be absent from class without permission from the Office of Studies or Discipline. In case of sickness the student must obtain permission from the Office of Discipline to see the Infirmarian and report back what advice and direction has been given. If one wishes to be absent from classes for some special business, it is necessary to see the Office of Studies, and report, if the permission has been obtained, to the Office of Discipline.

10. Absent tickets for admission to class must be obtained by Resident and Non-Resident students from the Office of Discipline. No student is permitted to enter a class room after the bell has rung for the beginning of class. LATENESS THEREFORE NECES-SITATES ABSENCE.

REFECTORY

11. In the Refectory each should take the place assigned him and remain standing until after Grace has been said. At the end of meals and on coming in late each one should say Grace privately. All should be present punctually at meals.

12. As it is at table more than anywhere else that the rules of politeness and etiquette need vigilant regard, everyone should strive to exercise that gentlemanly restraint which is required to make him mindful of the wants and feelings of others.

13. Upon reasonable representation the Office of Discipline will be ready to remedy any defect that may need correction.

PRIVATE ROOMS

14. In the morning all should rise promptly and be out of their rooms before 6.40.

15. No one may visit the room of another during study time without permission of the Corridor Prefect.

16. Male relatives and friends may be taken through the building and into private rooms with permission of any of the Prefects. **IT IS POSITIVELY FORBIDDEN**

TO BRING LADY VISITORS, EVEN MOTHERS AND SISTERS, TO ANY OF THE CORRIDORS WHERE THE PRIVATE ROOMS OF STUDENTS ARE LOCATED.

17. Smoking in the house is not allowed except in private rooms; hence, smoking in the Corridors, Studyhall, Dormitory, Class Rooms, Gymnasium, Refectory, Infirmary, Stairs, Washrooms, and the like is not permitted and punishable by imposing fifteen demerits.

18. Card playing and throwing dice and the like are forbidden on the College premises. All who are reported for participating in such games, or who are in the room where such games are being played:

- 1) WILL RECEIVE 15 DEMERITS.
- 2) A LETTER WILL BE SENT HOME.

Repetition of the offense will render the offending party liable to dismissal.

19. Except during recreation no one is allowed to be absent from the corridor without the knowledge and permission of the Corridor Prefect. When permission to be absent has been granted to anyone by the Office of Discipline, he must report to the

Corridor Prefect before leaving, and present written slip. If one wishes to be absent from the corridor to visit another part of the building, he must first obtain written permission from the Prefect of his corridor, and return this slip signed by the Prefect of the Corridor that has been visited. SHOULD ONE'S PREFECT BE ABSENT WHEN SUCH PERMISSION WAS ASKED, THE STUDENT MUST APPLY AT THE OFFICE OF DISCIPLINE FOR THE PERMISSION.

20. Study periods must be spent in study, and all protracted conversations, slamming of doors, loud talking, singing, whistling, or boisterous conduct of any kind is forbidden. Both in study periods and in recreation all should refrain from shouting from the windows, or acting in a manner that is objectionable to others. Those who are tardy in reporting to their rooms for study must obtain a late ticket at the Office of Discipline.

21. Those returning late after an Out Permission or any leave of absence must make no noise in the corridors or rooms, NOR VISIT THE ROOMS OF OTHERS AND MUST HAVE THEIR LIGHT OUT AND BE IN BED WITHIN 15 MINUTES AFTER THEY HAVE REPORTED AT THE OFFICE.

22. Musical instruments are to be used ONLY during recreation, that is, from the end of class in the afternoon until supper hour on class days, and in recreation periods on holidays. The period from 8.00 to 9.00 in the morning; after dinner until the beginning of afternoon class; before and after study periods at night are times when musical instruments must not be used.

23. No one while in his room must have his door locked or fastened. At other times it must be kept locked in order to properly protect your effects. DO NOT KEEP MONEY IN YOUR ROOM, but place it with the Treasurer and get a bank book.

24. The walls, woodwork, and furniture must not be injured in any way, and each one will be charged for the damage done. The rooms have been placed in condition and everything examined carefully when they are assigned to the occupant in September, and they must be turned back in equally good condition when you leave them at the close of the school term. Decorations may be attached to the molding. Tacks, Paste, Pins, and the like are forbidden and for every mark on the wall a charge of 50c. will be made against your Room Deposit. Your room should be examined thoroughly as soon as you receive it, and within 24 hours after

you take possession an accurate report should be submitted to the Office.

25. The transom must not be covered.

26. All should turn off the electric light whenever they leave their rooms for more than a few minutes. No lamps may be used on the desk or anywhere in the room, except those provided by the College, unless they conform to the requirements imposed by the Brother Superintendent of the buildings.

27. The use of electric stoves, flat irons, heaters, etc., is forbidden and such articles will be confiscated and under no condition will be restored to the owners.

28. No one may have his light on after 10.00 P. M. without special permission EACH TIME from the Corridor Prefect, and such permission does not last beyond 11.00 P. M. All must have THEIR LIGHTS OUT AND BE IN BED AT 10.00 P. M. ABSENCE FROM ROOM AFTER 10.00 P. M. WITHOUT PERMISSION MAY MEAN EXPULSION.

29. No baths may be taken in study period without permission of the Corridor Prefect, nor later than 9.30 at night. Loitering in the baths is forbidden. In going to and from baths all should wear bath robes or be otherwise decently covered. All should

be careful in the use of hot and cold water and should not leave it running when they have finished. Care should be taken to prevent the water from running beyond the bath enclosure.

DORMITORY

30. In the morning all should rise promptly and be out of the Dormitory before 6.40, and at night all except those who have Out Permission or late study permission must be in bed at 10.00 P. M. VISITING ROOMS ON THE WAY TO BED IS FORBIDDEN.

31. No one may be absent from the Dormitory at night without the permission and knowledge of the Prefect. Each one must report to the Prefect of the Dormitory when any extra leave of absence has been granted by the Office of Discipline, and the written permission must in each case be placed at the door of the Dormitory Prefect.

32. Order and silence are enjoined upon all at all times, but especially early in the morning and late at night. Those who live in the Dormitory whether for part or for all the year will be held accountable for any damage to College property.

33. In going to the Dormitory after study at night, or after Out Permission, all

must go by way of the Lower Corridor, and not through 4th Fenwick.

THE GROUNDS

34. Students are forbidden to visit the barn, the kitchen, the orchard, the vegetable garden, the carpenter shop, the boiler house, the tailor shop, and the Faculty Corridors. Except during the usual time for entering them they are forbidden to go into the class rooms, Auditorium, refectories, etc.

35. Interest in the College should prompt all to have a care of the College property and do all they can to preserve it. No one should walk up or down the terrace slopes, sit or lounge upon them, litter the walks and grounds with discarded matter thrown from the windows, or endanger the buildings in any way by ball playing on the terraces, or walks, in the backyard or in the immediate vicinity of any building. By this regulation is forbidden the throwing of snowballs near, around or towards any building.

36. AFTER 6.30 P. M. NO ONE IS ALLOWED TO LEAVE THE GROUNDS WITHOUT SPECIAL PERMISSION FROM THE OFFICE OF DISCIPLINE.

INFIRMARY

37. Except in very urgent cases no one should go to the Infirmary without permission of the Office of Discipline.

38. Whilst there all must observe the rules posted in the Infirmary. No one may visit or occupy a room without the explicit permission of the Infirmarian, and no student under the Brother Infirmarian's care may leave the Infirmary *without his permission*.

39. Those who wish to visit the Infirmary to see the sick must first obtain permission from the Office of Discipline, and then present written permission to the Brother Infirmarian.

ABOUT THE HOUSE

40. Whistling, shouting, running and tramping about the house and corridors should be avoided.

41. STUDENTS ARE NOT TO RECEIVE VISITORS, MUCH LESS ENTERTAIN THEM IN THEIR ROOMS OR KEEP THEM OVER NIGHT, OR INVITE THEM TO MEALS WITHOUT THE EXPLICIT PERMISSION OF THE OFFICE OF DISCIPLINE, WHICH WILL BE A WRITTEN PERMISSION THAT MUST

BE PRESENTED TO THE PREFECT ON
THE CORRIDOR.

42. A sense of propriety will prompt all to be most exact about neatness of apparel and cleanliness.

43. The borrowing of books, clothing and the like from others without their knowledge and consent is forbidden and may entail serious consequences.

44. No one is allowed to absent himself from any Chapel service or class without permission. If one is really too sick to attend class or Chapel service, he must send word to the Office of Discipline before that duty begins, **AND MUST HIMSELF REPORT, IF POSSIBLE, AT THE OFFICE WITHIN AN HOUR.**

45. A proper regard for themselves and their companions and due respect for visitors should prompt all to keep their rooms and corridors neat and clean.

46. Any wilful or culpable injury done to furniture of class, study or private rooms, breakage of windows, defacing the College walls or doors, or any part of the building or premises, will be repaired at the expense of those causing such damage.

47. Smoking about the house except in private rooms is absolutely forbidden. Cigar-

ette smoking is permitted in rooms and on grounds where pipe and cigar smoking are allowed provided the one smoking observes due caution. Any carelessness in placing cigarettes on desks, chairs, window sill and the like or dropping them on the floor, or throwing lighted or burnt cigarettes anywhere except in the cuspidor will be punished by placing TEN demerits against the offender.

GYMNASIUM

48. Gymnasium shoes with rubber soles and heels must be worn on the floor of the Gymnasium, and offenders will be fined one dollar for each offense. The Gymnasium must not be used at a time when any class is in session.

49. Gymnasium apparatus should be used for the purpose intended, and not damaged and broken by careless handling.

GENERAL

50. *Intoxication or the introduction of intoxicating liquor into the College premises, entering any of the buildings with a key or by means of a ladder, rope or any other contrivance, absence from one's room or the Dormitory after 10.00 P. M. without authority, render the offending party liable to dis-*

missal from the College. These are serious offenses against the College regulations and the plea of First Offense will not be considered.

51. To have in one's possession any books or writing of immoral tendency, obscene pictures or illustrations, or to circulate the same may entail dismissal from the College.

52. Pictures which are of questionable character may not be used to adorn the walls of private rooms.

53. Obstinacy, impertinence, habitual breach of rule, serious neglect of study, absence from the College without permission by day or night, frequent absence from class, visiting places of questionable character, wilful or culpable injury to College property, will be considered sufficient cause for dismissal.

54. Gentlemanly courtesy and refinement should characterize the students' intercourse with one another at all times.

55. Telegrams, letters and telephone messages asking privileges for students must be addressed to the Dean of Discipline, and all such telegrams and letters must come from parents or guardians.

56. Ball playing is forbidden for those students who have no class hour when other classes are in session.

57. All indebtedness to the College or for class or undergraduate affairs must be settled before credits will be granted for examinations.

LIBRARY

58. Hours:

1. The Library will be open to readers on weekdays during term time from 8.30 A. M. to 9.30 P. M.; on Sundays and legal holidays from 1 P. M. to 9.30 P. M.

59. Reading Rooms.

1. The Main Reading Room contains a collection of reference books, a selection of about 5000 general books, and a card-catalogue which will when completed contain a record of all books in the Library.

2. The Periodical Room contains the current periodicals received by the Library, and bound volumes of periodicals.

3. The Browsing Room contains a selection of good literature suited for general reading.

60. Circulation of Books.

1. Books in the Browsing Room, Reference Books in the Main Reading Room, and current periodicals are not to be taken from the Library.

2. All books taken from the Library must be charged at the desk in the Main Reading Room.

3. Books may be kept 14 days, and renewed for a further period of 14 days.

4. All books are lent subject to recall if needed.

61. Reserve Books.

1. For the convenience of students, the Library provides an extra number of copies of books assigned for required reading.

2. These books are kept at the desk in the Main Reading Room, and are issued for one hour at a time, over the reader's signature. They may be taken from the Library after 9 P. M. to be returned before 9.30 the following morning.

62. Penalties.

1. Each borrower is responsible for all books charged to him until they have been discharged.

2. On 14-day books, a fine of five cents is imposed for each day that the book is overdue, up to the value of the book.

3. On reserved books taken on overnight privilege, the fine is 25 cents per day.

4. Books kept 30 days beyond the date due, or on which fines have accumulated to the value of the book, will be considered lost, and replaced at the expense of the reader to whom they are charged.

5. Library privileges may be withdrawn for violation of these rules at the discretion of the Librarian.

OUT PERMISSIONS

63. Permissions to go to the city are granted once a week, Saturday night, except to conditioned students and those who have failed in their month's marks, and those who have failed in matters of discipline, such as absence from Mass, night prayers, class and study periods. Seniors have besides (on application) permission to go to the city on Sunday nights, until 11.15 P. M. All permissions depend entirely upon earnestness in studies and observance of College rules, and no one need apply who has fallen below in studies or has violated during the week any College regulation.

64. Special permission on nights other than Saturday must be obtained from Father Rector, and they should not be requested except for very special and sufficient reasons. No permission is required to have an interview with Father Rector. Any one may obtain this interview by applying to the Porter and Father Rector will appoint a time to see the student in his office. The usual time will be at 1.00 P. M. and 7.00 P. M. Whenever such permission has been granted the student must present written slip from Father Rector at the Office of Discipline before such permission is valid, as all permissions are granted on condition that the applicant is in good standing with regard to studies and discipline.

65. Those desiring Saturday night permissions should pass in an application to the Office of Discipline before SIX O'CLOCK FRIDAY NIGHT. These applications will be examined and if the permission is granted a written slip will be found in the student's Postoffice box. THIS SLIP MUST BE PLACED AT THE DOOR OF THE CORRIDOR PREFECT BEFORE THE STUDENT LEAVES THE COLLEGE PREMISES, and on returning from his Out Permission he must report *immediately* at the Office of Discipline and receive the second half of his slip. *This second half must be deposited at*

the door of the same Corridor Prefect who received the first half. Seniors, Juniors and Sophomores must report at the Office before 11.15 P. M. Freshmen must report before 10.15 P. M. until they show by their application to studies and discipline that they are deserving of a longer permission.

66. Should one receive his permission and decide not to go to the city he must return the permission slip to the Office before 6.30 P. M. and follow exactly the ordinary routine of College discipline, such as being in one's room during study period, no visiting of corridor or other corridors without permission, night prayers, etc.

67. All who have been deprived of an Out Permission on permission nights and all who remain at the College must follow the regular order of College life unless excused by the Office or Corridor Prefect, and all must retire at the usual hour of 10.00 P. M. unless permission has been otherwise granted.

68. An Out Permission is a permission to be absent from the College premises, and does not mean a permission to roam or wander around the buildings and an exemption from College rule.

69. Written permissions are always given when a student is to be absent from the College for at least two periods of study

and his *Written slip* must be passed in to the Prefect of the Corridor before leaving. At times when most of the College are allowed out on account of some special occasion written permissions will not be given out, but all must check out in the Office on leaving and when they return.

70. Application slips for Out Permissions will be deposited in the Mail boxes weekly and must be signed and left at the Office before 6.00 P. M. FRIDAY.

71. Permission to visit one's home over night on Saturday or eve of holiday will be granted to those in good standing, provided parents or guardians have signified their consent, and no class time is lost. Those who have been invited to the homes of other students or friends may obtain this permission provided they are in good standing with regard to studies and discipline, lose no class time and have a LETTER EACH TIME THEY WISH TO GO signed by parents or guardians approving this permission. All Home and Overnight Permissions expire at 11.15 the night before a class day, and all must report on returning. ONLY THOSE LIVING IN THE CITY MAY RETURN BEFORE CLASS IN THE MORNING.

72. All Out Permissions at night, whether to the city or home, must be obtained from the Office of Discipline.

STUDY HALL

73. Those who are assigned to Study Hall must report before 6.40 P. M. for the first period, and before 8.30 P. M. for the second period.

74. No one may absent himself from Study Hall or leave it without the permission of the Prefect in Charge. Those who are late to Study Hall must apply for a late ticket at the Office of Discipline.

75. As the Study Hall is a place of study and quiet, the occupants should at all times refrain from unnecessary noise and disorder.

76. The Study Hall must at all times be kept neat and clean, and all are urged to avoid littering the floor with refuse, paper and the like. Carving and marking the desks and damage to property must be avoided.

PERMISSIONS WITHIN THE COLLEGE PREMISES

77. The following permission may be obtained from the *Corridor Prefect*:

1. Permission to visit another corridor or another building during study periods must be obtained in writing and the time of return must be countersigned by the Prefect of the corridor visited.

2. Permission for late light until 11.00 P. M.

3. Permission for late sleep or early bed IN CASE OF EVIDENT ILLNESS.

78. The following permissions are reserved to the *Dean of Studies*:

1. Permission to be away from class for other reasons than sickness, and in general all permissions affecting studies or class. All such permissions must be obtained in writing and presented at the Office of Discipline.

2. Permission to conduct Banquets, Smokers and the like.

79. The following permissions are reserved to the *Dean of Discipline* and may be obtained from him alone:

1. Permission for late sleep or early bed.

2. All Out Permissions at night whether to the city or home.

3. To be out of one's room or in another's room or another building after 10.00 P. M.

4. To sleep elsewhere than in one's own room.

5. To visit the sick in the infirmary.

6. To take visitors to meals or keep them overnight.

7. To change one's room.

8. To sell articles on College premises.

DAY STUDENTS

80. Day Students are quite as fully subject to the common rule of the College and the authority of the Prefects as the Boarders.

81. They must be present at all College exercises as the reading of rules, reading of marks, retreats, etc.

82. Day Students are not allowed to visit the rooms of the Boarders without permission of the Office of Discipline which must be asked each time, and when obtained they must report to the Corridor Prefect.

83. Day students are not allowed to form any baseball, football, basketball, hockey or tennis teams under the name of the College without the sanction of the Faculty Director of Athletics.

84. All are expected to take an interest in all that belongs to the College and consequently they should do no injury to the College property in any way.

85. Punctual attendance at class is required of all. No one absenting himself will be received into class without a note of explanation from parent or guardian.

86. Locker keys may be obtained from the Office of Discipline, and must be returned to the same office at the end of the school term. All damage to lockers, etc., will be charged against student's account.

87. The Day Scholars' Room should be kept clean, and refuse, paper, etc., should be placed in the Rubbish can and not thrown upon the floor.

88. Smoking, card playing, throwing dice and the like are absolutely forbidden in the Day Scholars' Room as also anywhere about the College premises.

89. Mail boxes assigned to Day Scholars are not for the reception of first class mail, but will be used for call slips from the various Offices, and organizations of the College, phone slips, AMERICA, Physics' Laboratory reports, College publications, schedules, etc.

90. Call slips found in P. O. Boxes must be obeyed at once, and student must report IMMEDIATELY to the Office summoning him.

91. Day Scholars are urged to join all College activities, such as Sodalties, Debat-

ing Societies, Dramatics, Musical Clubs, Library Associations, League of the Sacred Heart, and the like. Membership may be obtained by writing your name on a slip of paper and leaving this memorandum in the Office of Discipline.

ORDER OF TIME

A. M.	6.25	Rise
	6.40	Be off Corridor
	6.45	Mass
	7.15	Thanksgiving after Communion
	7.29	Warning Bell for Breakfast
	9.00	Class
	9.50	End of 1st Hour
	9.55	Class
	10.45	End of 2nd Hour
	10.50	Class
	11.40	End of 3rd Hour
	11.50	Dinner
P. M.	12.20	Class for Freshmen Only
	1.10	End of 4th Hour
	1.15	Class
	2.05	End of 5th Hour
	2.10	Class
	3.00	End of 6th Hour
	5.55	Supper
	6.40	Chapel
	6.50	Study Period
	9.45	End of Study Period
	10.00	LIGHTS OUT

DEMERITS

Absence from Class	3
Absence from Mass	3
Absence from Chapel	2
Absence Room or Study Hall in study period	2
Visiting after 10.00 P. M.	2
Visiting after 11.00 P. M.	3
Visiting after midnight	4
Corridor or Room Disturbance in study period or free time	2
Corridor or Room Disturbance after 9.45 P. M.	4
UP after 10.00 P. M. in one's room	1
UP after 11.00 P. M. in one's room	3
UP after midnight in one's room	5
Lights up after 10.00 P. M.	1
Late to, or off, Corridor	1
Late to Study Period (for each ten minutes)	1
Corridor Visiting during study period	1
Late Return from Out Permission (for each five minutes)	1
Talking after Hours in one's room	2
Absent Class all day without permission	10
Dormitory Disturbance	5
Absent from grounds after 6.30 P. M.	15
Absent without Leave and unaccounted for, liable to suspension	
Card playing, throwing dice, etc.	15

Cigarette butts found outside cuspidor	10
Smoking in corridor or any part of buildings except private rooms.	15

N. B.—30 Demerits bring Loss of Room for Under Senior, or the penalty of Semi-Campus, which means a loss of all Out Permissions for a period of 30 days.

40 Demerits bring Loss of Room for Senior, or the penalty of Semi-Campus for 30 days.

40 Demerits for Under Senior, and 50 Demerits for Senior will mean Campus, which is a total loss of all privileges and permissions, and restricts the student to very limited sections of the College grounds.

A Demerit once given cannot be worked off.

Corridor Prefects may give demerits and will return total to Office of Discipline to be added to student's account.

Vacancies in rooms will be assigned according to lowness of demerit score.

